

DATE: APRIL 3, 2003

TO: FIELD RECORDS MANAGERS AND
RECORDS MANAGEMENT PROGRAM OFFICERS

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMO 2003-08, INVENTORY OF INACTIVE
CLASSIFIED RECORDS GREATER THAN 25 YEARS OLD

As you know, Executive Order (EO) 12958 requires agencies to examine all inactive, classified, permanent, historically valuable records greater than 25 years old or active records 25 years or older that are about to be retired. Any records that are not reviewed and exempted are to be automatically declassified at the end of 2006*. This also includes the non-Restricted Data portions of record groups that contain Restricted Data (RD).

The Office of Classified and Controlled Information Review (OCCIR), SO-70, is conducting the review of Headquarters records and acts as the DOE point of contact to the External Referral Working Group (ERWG), which is the interagency working group for EO reviews. In addition, OCCIR is responsible for the quality assurance of the EO review programs of other organizations within the Department. We would like to ensure that all DOE records subject to the EO have been identified for review. Toward that end, please provide OCCIR with an inventory of all inactive, classified, permanent records which are greater than 25 years old and any active, classified, permanent records which are greater than 25 years old that will be retired soon. Records collections greater than 25 years old that will remain active are not subject to the E.O. A format identifying the data elements requested is attached for your use in inventorying the records. This request also applies to contractors that manage classified records.

OCCIR is also concerned about the flow of records from Field organizations to public release. They wish to be made aware of any independent paths to public release of declassified records which might circumvent Headquarters. Toward that end, please provide a short narrative describing the process your site uses to release declassified records to the public.

Please provide a copy of the inventory and information on public release to Fletcher Whitworth (SO-70), Room J-317, 19901 Germantown Road, Germantown, Maryland 20874-1290 by May 9, 2003 (e-mail: Fletcher.Whitworth@hq.doe.gov). Questions regarding this request may be addressed to him at 301-903-3865. Thank you for your cooperation and support in helping meet this goal.

Attachment

*Requested extension of the EO was signed.